



## IN-KIND AND CASH MATCH

*Janice Hollmann Grant*

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Janice Hollmann Grants require a 100% match of in-kind services and/ or privately raised funds. Up to 75% of the match may be in-kind contributions; this means that 25% of the match must be from funds that are on-hand or anticipated.

Completely describe sources of matching funds, not to include other moneys received from MET or other Maryland state grants. Grant funds will not be disbursed until sources of match are identified.

The match may be raised over the duration of the grant period. In the event that the agreed-upon amounts or services have not been contributed by the end of the grant period, the local land trust would be required by the terms of the grant agreement to return that portion of the grant which has not been matched.

### **In-kind Match**

In-kind match must be clearly documented and can include volunteer time for grant-related activities, volunteer time above and beyond grant-related work (i.e. stewardship activities or administrative functions), donation of materials or other grant-related goods, etc.

In-kind services provided by trust staff, board members, or others are allowed as part of the match. Volunteer time does not include board members participating in regular board activities (i.e. board meetings or committee meetings). Volunteered time, on the part of either board members or staff, may not be billed for matching purposes at a rate greater than \$23.56/hour (this information is according to the Independent Sector's national value of a volunteer time for 2015, [https://www.independentsector.org/volunteer\\_time](https://www.independentsector.org/volunteer_time)).

### **Cash Match**

Cash match may come from privately raised funds that are on-hand or anticipated. Applicants must confirm their matching sources.

Paid staff time may be used as a match. These services should be documented with time accounting forms, proof of payment for services rendered, or other documentation.

In the case of a staff person who is paid for some time, and volunteers other time, the volunteered time should be billed at the same rate as the paid if their actual rate is less than \$23.56/hour. If paid staff actual rate of pay is more than the Independent Sector's national value of volunteer time the volunteer time, volunteered staff time should be billed at a rate no greater than \$23.56/hour ([https://www.independentsector.org/volunteer\\_time](https://www.independentsector.org/volunteer_time)).